

**NAVAL RESERVE**  
**DLA CONTINGENCY SUPPORT TEAM DCAT ONE**  
**PLAN OF THE MONTH - JANUARY 1997**

**UNIT MISSION**

- To provide the DCMC technically qualified and proficient personnel, organized as a deployable contract administration team serving as an element of the DLA Contingency Support Team, to support or perform in-theater contract administration services.

-To serve as a "virtual consulting organization" providing professional contract management/administration and finance, logistics, and program management support.

Unit members are to report to DCMC Headquarters, Fort Belvoir, Virginia for drill periods. While performing drills, unit members are subject to the Uniform Code of Military Justice.

**UNIT OTE:** 97% **RUIC/AUIC:** 83173/48837

**Drill Dates:** 10/11/12 JANUARY 1997

**Uniform:** Monday - Friday Drills: Dress Blues

Saturday/Sunday Drills:

Unit members not in DCAT: Dress Blues

DCAT Unit members: CUU

**Drill Site:** Defense Contract Management Command, Fort Belvoir, VA

Friday: CONFERENCE ROOM 3501 (703)767-4135

Saturday: CONFERENCE ROOM 4501 (703)767-4382

Sunday: CONFERENCE ROOM 4501 (703)767-4382

**Duty Phone:** (703) 767-2355, AQ Pod E

**RANK/NAME**

CO CAPT T.J. DeBenedetto

XO CAPT M.L. Righi

TO CDR D.O. Boyd

T. J. DEBENEDETTO

| <u>TIME</u>     | <u>EVENT</u>              | <u>OIC/INSTRUCTOR</u> | <u>ATTENDEES</u> |
|-----------------|---------------------------|-----------------------|------------------|
| <b>FRIDAY</b>   |                           |                       |                  |
| 0730            | MUSTER-CONF ROOM          | RESFIRST              | ALL              |
| 0735            | UNIT BRIEFING             | UNIT XO               | ALL              |
| 0800            | PROJECTS/CLIENT MEETINGS  | PROJ LEADERS          | ALL              |
| 1130            | LUNCH                     |                       |                  |
| 1200            | MUSTER                    | RESFIRST              | ALL              |
| 1205            | PROJECTS/CLIENT MEETINGS  | PROJ LEADERS          | ALL              |
| 1500            | OPTIONAL PRT              | MED/PRT               |                  |
| 1600            | MUSTER, SECURE FM DRILL   | UNIT XO               | ALL              |
| <b>SATURDAY</b> |                           |                       |                  |
| 0730            | UNIT FORMATION-HQC ATRIUM | CO                    | ALL              |
| 0745            | UNIT BRIEFING             | CO                    | ALL              |
| 0900            | VARIOUS PROJECT WORK      | PROJ LEADERS          | ALL              |
| 1000            | DCMC INITIATIVE TRAINING  | TRAINING              | ALL              |
| 1130            | LUNCH                     |                       |                  |
| 1200            | MUSTER                    | RESFIRST              | ALL              |
| 1205            | UNIT ADMINISTRATION       |                       | ALL              |
| 1300            | PROJECT WORK              | PROJ LEADERS          | ALL              |
| 1500            | OPTIONAL PRT              | MED/PRT               |                  |
| 1600            | MUSTER, SECURE FM DRILL   | UNIT XO               | ALL              |
| <b>SUNDAY</b>   |                           |                       |                  |
| 0730            | MUSTER-CONF ROOM          | RESFIRST              | ALL              |
| 0800            | PROJECT WORK              | PROJ LEADERS          | ALL              |
| 1130            | LUNCH                     |                       |                  |
| 1200            | MUSTER                    | RESFIRST              | ALL              |
| 1205            | UNIT ADMINISTRATION       |                       | ALL              |
| 1300            | PROJECT WORK              | PROJ LEADERS          | ALL              |
| 1500            | OPTIONAL PRT              | MED/PRT               |                  |
| 1600            | MUSTER, SECURE FM DRILL   | UNIT CO/XO            | ALL              |

**NOTES:**

1. FUTURE DRILL DATES (FY 97):

|                   |                   |
|-------------------|-------------------|
| 07/08/09 Feb 1997 | 13/14/15 Jun 1997 |
| 07/08/09 Mar 1997 | 11/12/13 Jul 1997 |
| 11/12/13 Apr 1997 | 08/09/10 Aug 1997 |
| 09/10/11 May 1997 | 12/13/14 Sep 1997 |

2. RESCHEDULED DRILL PROCEDURES: Only the CO or XO can approve rescheduled drills. Unit members that need to reschedule drills to perform specialized project work in support of the gaining command should submit their requests through their Project Team Leader. Project Team Leaders will submit the reschedule requests to the CO or XO for final approval.

3. PRT NOTICE: The first PRT for each FY will be held during the October Saturday drill period. The second PRT will be held during the Saturday drill in April.

4. TELEPHONE: The telephone in the reserve cubicle on the 4th floor (703/767-2355) has voice mail which may be used by any member of the unit to have outside callers leave you messages. To gain access to the voice mail, dial 99-805-5700. The access code is 2355.

5. The CO will provide copies of Reserve Center Commanding Officer notes via E-Mail to all unit members with E-Mail addresses. Please read through these notes and take action on any items which demand your attention.

6. The 1997 Navy Reserve Supply Corps Workshop will be held in Tampa, FL on 31 May - 1 June. More information will be provided as soon as available.

7. All DCAT members must ensure that their medical records, shot cards, and HIV tests are up to date. Please take the time to confirm that these vital records, which affect your ability to be quickly recalled, are properly maintained.

8. All unit members must provide informal drill weekend work plans to the CO by the Wednesday before each scheduled drill weekend. The plans should address individual member plans/goals rather than group or team project goals. Every unit member must submit a separate plan. (It is perfectly acceptable to say "I'm not fully occupied this weekend"). Submissions may be by E-Mail or by handwritten note with a copy to the XO. All unit members will also provide an informal debrief (not more than 5 minutes) on work plan accomplishments to the CO or XO at the end of the drill weekend.

9. You are responsible to ensure that all information on both the attached Unit Roster and Recall Bill is current every drill weekend. Contact CDR Russell with any changes.

10. All unit correspondence and reports should use Courier New 12 pt font. This will provide the best results when sending files through electronic mail.

11. Selected reservists are authorized to check out with their medical department representatives up to 90 days prior to executing AT or ADT. This flexibility eliminates the need for a special trip to the Reserve Center for the sole purpose of medical checkout.

12. First Annual Networking and Career Transition Night. This new event devoted to career change issues is being jointly sponsored by the Reserve and Retired Supply Corps communities. Scheduled for 1730-2130 on 16 January 1997 at the Ft Myer Officer's club, the evening will feature time for socializing and networking with reserve and retired officers working at companies

in the local area. RADM John Ruehlin, SC (Ret) of Ruehlin Associates, a career transition training firm, will make a presentation entitled "life after active duty". A panel discussion by senior executives in the Washington business community will focus on opportunities for Supply Corps officers in today's job market. The price is \$15 per person in advance or \$16 per person at the door. RSVP thru LT Michael Toyryla at (703)602-8105 X522 not later than 6 January.

13. The Supply Corps Birthday Ball will be held Saturday evening, 15 February 1997 at the Ritz-Carlton Tysons Corner. Prices vary by paygrade. RSVP thru LT Michael Toyryla at (703)602-8105 X522 not later than 31 January.

14. Summary of action officers and near term projects due:

| Action Officer   | Project        | Due Date |
|------------------|----------------|----------|
| CAPT DEBENEDETTO | COs Conference | 8 Feb 97 |
| CDR SAWYER       | NOBC Request   | May 97   |
| LTCOL SMITH      | DAWIA for AF   | Jan 97   |
| CDR SNYDER       | Flex Drill     | Feb 97   |
| CDR SAWYER       | CUU Training   | Jan 97   |

15. The following are primary collateral duty assignments:

| Duty             | Primary     | Backup      |
|------------------|-------------|-------------|
| Training Officer | CDR Boyd    | CDR Dolan   |
| Admin Officer    | CDR Russell | CDR Evans   |
| Medical/PRT      | CDR Kalita  | CDR Snyder  |
| Security         | CDR Evans   | CDR Russell |
| Running Mate     | CDR Snyder  | CDR Goss    |
| RESFIRST         | CDR Kalita  | CDR Dennis  |
| Recruiter        | CDR Goss    | CDR Evans   |
| Best Unit Award  | CDR Snyder  |             |
| Comm Officer     | CDR Dolan   |             |
| DCAT Issues      | TBD         |             |
| Tampa Workshop   | SK3 Himes   |             |
| Division Officer | CDR Dennis  |             |

16. AT SCHEDULES: Please arrange through your team leader and contact CAPT Righi at least 8 weeks prior to entering active duty to discuss your AT project.

| Name               | Dates Completed | Dates Planned     | Location | Project |
|--------------------|-----------------|-------------------|----------|---------|
| CDR Boyd           | 2-13 Dec        |                   | DCMC HQ  |         |
| CAPT Brook         |                 |                   |          |         |
| CAPT DeBenedetto   |                 |                   |          |         |
| CDR Dennis         |                 |                   |          |         |
| CDR Dolan          |                 | Apr-May           | DCMC HQ  |         |
| CDR Evans          |                 | Apr-Jun           | DCMC HQ  |         |
| CDR Goss           |                 | Jul 7-21          | Germany  |         |
| SK3 Himes          |                 | Feb-Mar           |          |         |
| CDR Kalita         |                 | Feb-Mar           | DCMC HQ  |         |
| CAPT Klingelberger |                 | Jul 7-21          | Germany  |         |
| CAPT Righi         |                 | Apr               | DCMC HQ  |         |
| CDR Russell        |                 | Jul               | DCMC HQ  | AQB     |
| CDR Sawyer         |                 | Jul               | Germany  |         |
| CDR Snyder         |                 | Jan-May           | DCMC HQ  |         |
| CAPT Storch        |                 | Mar-Apr           | DCMC HQ  |         |
| SK1 Williams       |                 | Jul-Aug           |          |         |
| <b>IMAs</b>        |                 |                   |          |         |
| MAJ Carlson        |                 | 11-25 Jul         | Germany  |         |
| TSGT Coleman       |                 | 11-25 Jul         | Germany  |         |
| MSGT Collins       |                 | 11-25 Jul         | Germany  |         |
| Capt Johnson       |                 | 11-25 Jul         | Germany  |         |
| LTCOL Moncure      |                 | Jan 27 -<br>Feb 7 | DCMC HQ  | AQO     |
| SSGT Nelson        |                 | 11-25 Jul         | Germany  |         |
| MSGT Richard       |                 | Jun-Aug           | Hartford |         |
| LTCOL Smith        |                 | 11-25 Jul         | Germany  |         |
| MAJ Thompson       |                 | 2-28 Jul          | Germany  |         |

17. DRILL SCHEDULES: Members will drill on the following dates this month:

| Name               | Friday<br>10 JAN | Saturday<br>11 JAN  | Sunday<br>12 JAN    | Resched To;<br>Comments      |
|--------------------|------------------|---------------------|---------------------|------------------------------|
| CDR Boyd           | XXX              | XXX                 |                     |                              |
| CAPT Brook         | XXX              | XXX                 |                     |                              |
| CAPT DeBenedetto   |                  |                     |                     | 11 Jan 97 to<br>9 Dec 96     |
| CDR Dennis         | XXX              | XXX                 |                     |                              |
| CDR Dolan          | XXX              | XXX                 |                     |                              |
| CDR Evans          | XXX              | XXX                 |                     |                              |
| CDR Goss           |                  |                     |                     | DCAT Resched<br>to 18/19 Jan |
| SK3 Himes          |                  |                     |                     | " " " "                      |
| CDR Kalita         |                  | XXX                 | XXX                 |                              |
| CAPT Klingelberger |                  |                     |                     | DCAT Resched<br>to 18/19 Jan |
| CAPT Righi         | XXX              | XXX                 |                     |                              |
| CDR Russell        | XXX              | XXX                 |                     |                              |
| CDR Sawyer         |                  |                     |                     | DCAT Resched<br>to 18/19 Jan |
| CDR Snyder         | XXX              | XXX                 |                     |                              |
| CAPT Storch        |                  | XXX                 | XXX                 |                              |
| SK1 Williams       |                  | Resched<br>from Dec | Resched<br>from Dec | DCAT Resched<br>to 18/19 Jan |
| <b>IMAs</b>        |                  |                     |                     |                              |
| MAJ Carlson        |                  |                     |                     | DCAT Resched<br>to 18/19 Jan |
| TSGT Coleman       |                  |                     |                     | " " " "                      |
| MSGT Collins       |                  |                     |                     | " " " "                      |
| Capt Johnson       |                  |                     |                     | " " " "                      |
| LTCOL Moncure      |                  |                     |                     | " " " "                      |
| SSGT Nelson        |                  |                     |                     | " " " "                      |
| MSGT Richard       |                  |                     |                     | " " " "                      |
| LTCOL Smith        |                  |                     |                     | " " " "                      |
| MAJ Thompson       |                  |                     |                     | " " " "                      |

18. DCAT TEAM ONE FY 97 PLANNING SCHEDULE:

**JANUARY 1997**

MPC Conference - Agile Lion (14 - 16 January)  
Attendees: CAPT Klingelberger/Lt Col Smith/Maj Thompson  
Location: Camp Lejeune, NC  
Drill 18,19 January  
MPC Conference Debrief (CAPT Klingelberger)  
One Book Contingency Contracting Training - Mr. Dave Young  
(POC - Collins)

**FEBRUARY 1997**

Drill (8, 9 February)  
DAU 234 Contingency Contracting Course Overview - Capt Dave Green (POC - Collins)  
Contract Predeployment Kits (Johnson)

**MARCH 1997**

Drill (8, 9 March)  
LOGCAP Training - Mr. Bob Gruber (POC - Collins) (8 March)  
QAR Training (Collins)

**APRIL 1997**

Drill (12, 13 April)  
SALTS Training (Thompson)  
Mock OP Orders/OP Plans Training (Thompson/Goss)

**MAY 1997**

POL-MIL Game (6 - 8 May)  
Attendees: CAPT Klingelberger/Plus 1 TBD  
Location: Stuttgart, Germany  
Drill (17, 18 May)  
POL-MIL Game Debrief (CAPT Klingelberger)  
NBC/CBR Training (Williams)  
Culture Briefing - Lithuania/Germany (Goss/Collins)  
Navy Reserve Supply Corps Workshop (30 May - 1 Jun)  
Attendees: All Navy Personnel

**JUNE 1997**

Drill (14, 15 June)  
Equipment Layout (Johnson)

**JULY 1997**

Exercise Agile Lion -- Stuttgart, Germany (7 - 27 July 1997)  
Advance Party (7 - 23 July)  
Goss (7 - 21 July)/Nelson (7 - 23 July)  
Main Party (9 - 25 July)  
Sawyer/Smith Thompson/Johnson/Collins/Richard/Coleman  
Redeployment Party (11 - 27 July)  
CAPT Klingelberger/Carlson/Williams



**AUGUST 1997**

Drill (9, 10 August)  
Exercise Debrief (All)